

2003

Clark County Consortium

ACTION PLAN

DRAFT

May 2003



proud past, promising future

CLARK COUNTY
WASHINGTON

CLARK COUNTY CONSORTIUM

2003 ACTION PLAN

The Clark County Consortium 2003 Action Plan is a detailed list and description of the activities which will be conducted with federal CDBG funds in Clark County (outside of the City of Vancouver) and with federal HOME funds in Clark County at large. These funds will be utilized to implement the objectives of the Five-Year Strategic Plan presented in Chapter Four of the 2000 – 2004 Clark County/Vancouver Housing and Community Development Plan. The Clark Housing Review Board and the Urban County Policy Board developed the Action Plan through an open process that included the participation of service providers, public agencies and organizations, and from county citizens.

The action plan also takes into consideration the goals and objectives developed by the Homeless Continuum of Care planning group.

GEOGRAPHIC DISTRIBUTION

DRAFT

The housing and community development needs of the county are dispersed throughout the Clark County area. Many of the projects discussed below are not geographic-specific but are intended to benefit citizens throughout the county. Other projects may be site-specific and intended to serve a specific population. When available, this information is included with the project description. Projects receiving CDBG funds through the County will target the entire county (except for the City of Vancouver). Projects receiving HOME funds will be targeted countywide, except that new construction with HOME funds must be within an urban growth boundary.

SERVICE DELIVERY AND MANAGEMENT

The Consortium's institutional structure for implementation of the H&CD Strategic and 2003 Action Plan is robust. A variety of agencies and organizations play key roles in delivering and managing housing and community development programs throughout the county. Every city within the county participates and has an equal vote on the Urban County Policy Board, which oversees the Community Development Block Grant (CDBG) funding. Examples of projects funded by the Urban County Policy Board include sewer & water system improvements, street & sidewalk improvements, park purchases and the development of community centers. The Clark Housing Review Board (CHRB) reviews and recommends projects for HOME funding. Over the years, the CHRB has used its resources to increase the capacity of local housing providers, to support the development of housing for people with a variety of special needs, and to provide low-income housing rehabilitation throughout the county.

In March 2003, the CHRB was also given responsibility for oversight of Clark County funds associated with SB 2060. During the 2002 Washington State Legislative Session, SB 2060 was created adding an additional \$10.00 fee to document recording charges. The revenue created by this bill is dedicated for use in support of affordable housing. Clark County's total is estimated to be \$750,000 annually. In the spring of 2003, Clark County staff worked with over 50 community stakeholders to develop the following recommendations for the use of the local funding:

- Capital funds for transitional and permanent housing – (30%)
- Operating funds for shelters, transitional and permanent housing (40%)
- Funding for the creation of a local housing bond (\$250,000).

During the spring, staff from the County Department of Community Services will work with the community to develop the required inter-local agreements and the policy and procedures for the use of the funding. The first SB 2060 funding round is tentatively planned for the fall of 2003.

DRAFT
2003 ACTION PLAN

Affordable Housing

Objective #1: Increase the supply of housing affordable to renter households earning 50% or less of the area median family income.

General Actions:

1. **Technical Assistance for Creation of New Rental Housing.** Clark County Department of Community Services will provide information and technical assistance to non-profit housing developers for the creation of rental housing units. The organizations will also facilitate or sponsor workshops on financing, grant writing, and other aspects of affordable housing.
2. **Agency Technical Assistance.** Clark County Department of Community Services will assist agencies in obtaining additional technical support such as CHDO development and proposal development.
3. **Increase Public Housing Units/Section 8 Voucher Programs.** Seek additional federal funds and a variety of other funding/revenue sources to increase the housing stock for low-rent public housing units and Section 8 certificate and voucher programs. The lead agency should be the Vancouver Housing Authority.
4. **Support Creation of Rental Housing through Tax Credits.** Clark County will support applications from private and non-profit housing developers who propose to create rental housing using the Washington State Housing Tax Credit program.

5. **Support Continuum of Care Efforts.** With the goal of increasing the number of low-income rental units available, Clark County will work with members of the Continuum of Care Planning group to develop a network of landlords who are willing to accept high- risk residents.
6. **Purchase Dollar Home Program Homes.** Clark County will work with HUD to purchase homes under the Dollar Home program.

HOME/CDBG Funding Actions:

1. **Affordable Community Environments (ACE) - CHDO Operations.** Operating funds for ACE, a Community Housing Development Organization. HOME funds will be used.
2. **Vancouver Housing Authority – Esther Short Commons.** Clark County will provide assistance for the construction of Vancouver Housing Authority’s Esther Short Commons. Esther Short Commons will consist of 160 rental apartment units (96 one-bedroom, 64 two-bedroom units), 20,000 feet of commercial retail space on the ground floor, and 115 parking spaces located at 710 Esther Street, Vancouver. A minimum of 31 units will be at market rate (13%) and the balance will be at 60% of area median income. HOME funds will be used for construction.
3. **Vancouver Housing Authority – Plum Meadows.** Construction of 162 units of housing for families at or below 60% of the area median income. Apartment units will be located in several buildings and will range in size from studio to one, two and three bedrooms. The site location is 3301 Fruit Valley Road, Vancouver. HOME funds will be used for construction.

Objective #2: Promote homeownership for low- and moderate-income households earning less than 80% of the area median family income through an integrated approach that involves increasing housing supply, increasing financial options for both housing providers and purchasers, increasing individual capacity to purchase, and allowing for increased density.

HOME/CDBG Funding Actions:

1. **Columbia Non-Profit Housing - First Home Loan Program.** Funds for financial assistance to approximately nine first time homebuyers, whose income is at or below 80% of median income. Project will include pre- and post-purchase counseling and homebuyer seminars through the Community Housing Resource Center. HOME and CDBG funds will be used (Note: classes will not be funded by CDBG or HOME funds).
2. **Columbia Non- Profit Housing (CNPH) – CHDO Operations.** The Clark County HOME Consortium will provide CHDO funds for Columbia Non-Profit Housing to provide less than half their operating expense to provide housing opportunities to people who are at 80% of median income or below. HOME funds will be used.

Objective #3: Create additional housing options and increased opportunities for self-sufficiency for low-income elderly persons, persons with disabilities or special needs, and public housing residents.

General Actions:

1. **Sell County Owned Property for Creation of Special Needs Housing.** Clark County will explore options to sell county-owned property to private non-profit organizations to be used for rental units for persons with special needs. The County will also provide technical assistance to non-profit organizations in writing funding applications and making the transition to owning and managing housing.
2. **Assist Non-Profit Housing Agencies with Capacity Building.** Clark County Department of Community Services will assist the building of the capacity of local non-profits to enable them to develop, own, and manage housing units for affordable and supported housing.
3. **Advocate for Increased State Funding for Special Need Housing.** Clark County, and the Vancouver Housing Authority will advocate for increased state and federal funding for rental housing for persons with special needs, including persons with developmental disabilities, mental illness, physical disabilities, AIDS, and the elderly. Targeted funding sources will be the Washington State HTF, private foundations, and the Clark County Lending Consortium.
4. **Assist with the Development of Housing for People with HIV & AIDS.** Clark County Department of Community Services will work with the Southwest Washington consortium on HIV & AIDS to develop low-cost housing.
5. **Assist Agencies with Applications to HUD for Disabled/Special Needs Housing.** Clark County will work with the Council for the Homeless and service agencies to develop an application to HUD for permanent supported housing for people who are disabled with one or more of the following: substance abuse, mental illness, and/or HIV/AIDS.

HOME/CDBG Funding Actions:

1. **Columbia Non-Profit Housing - Walnut Grove Apartments.** Design and construction of 64 one-bedroom apartments for senior citizens with an income at or below 50% of the area median income. The location is the south side of NE 58th Street just east of NE 72nd Avenue. HOME funds will be used for construction.
2. **Inland Empire Residential Resources – Care Homes III.** This project shall consist of the construction of two 4-bedroom, 2-bath residential homes for eight individuals with developmental disabilities. Residents will have incomes at or below 50% of the area median income. The houses are located at the corner of NE 34th Street and NE 50th Avenue, Vancouver. HOME funds will be used for construction.

3. **YW Housing, Inc. – CHDO Operations.** Clark County and the City of Vancouver HOME Consortium will provide CHDO Operating funds to YW Housing Inc. to assist in their continued development of housing for low-income people. HOME funds will be used.
4. **Columbia Non-Profit Housing - Azalea Place.** Increased HOME funding for the construction of a 12-unit apartment complex for people who have chronic mental illness and/or substance abuse problems. Location of complex is 9000 NE 25th Avenue, Vancouver. PeaceHealth will provide services. Home funds will be used.

Objective #4: Preserve, whenever cost-effective, existing affordable housing units threatened with loss due to condition, location, or other situations.

General Actions:

1. **Fund and Administer the Clark County Homeowner Rehabilitation Loan Program.** Clark County/City of Vancouver HOME Consortium will continue to fund and administer the Clark County Homeowner Rehabilitation Loan Program. This program provides low-interest loans to homeowners to rehabilitate or make small repairs to single-family, owner-occupied homes throughout Clark County. Approximately 12 low- and moderate-income homeowners are expected to be served in 2003 throughout Clark County. HOME funds, CDBG funds and program income will be used.
2. **Develop Marketing Strategies for the Clark County Homeowner Rehabilitation Loan Program.** Clark County will continue to develop marketing strategies for the Clark County Homeowner Rehabilitation Loan Program, especially in areas targeted in the H&CD Plan as having a high percentage of at-risk housing units.
3. **Administer Clark County Weatherization Program.** Clark County will continue to administer the Clark County Weatherization Program for rental and homeowner units. Approximately 250 low-income households are expected to be served throughout Clark County if funding levels remain at their current levels. Funds from the U.S. Department of Energy will be used.
4. **Facilitate Relocation of County Owned Housing Threatened by Traffic or Road Work.** Clark County will identify county-owned housing units, which may be threatened due to traffic or road improvements and explore purchase options with non-profit organizations to buy and move the homes, whenever feasible and cost-effective. The Washington State HTF resources are potential sources of funding for moving or purchasing county-owned property.

HOME/CDBG Funding Actions:

1. **Camas – Multi-Family Rental Rehabilitation Program.** Rehabilitation of affordable multi-family rental properties in Camas' downtown area. Loans made with CDBG funds shall be matched with private funds. The County Housing Rehabilitation program will implement the program. CDBG funds will be used.

Homelessness

Objective #1: Provide and enhance services and facilities to serve the needs of homeless individuals and families including teenagers with an emphasis on implementing a continuum of care approach. This approach includes assessment and outreach, emergency shelter, transitional housing, permanent housing, and services to encourage self-sufficiency.

General Actions:

1. **Allocate Funds for Emergency Motel Vouchers.** Clark County will Emergency Shelter Assistance Progress (ESAP) and Emergency Food & Shelter Program (EFSP) funds to the Salvation Army to provide emergency motel vouchers with the goal of maintaining or exceeding the number of households served through the voucher program in 2002 (499 persons).

HOME/CDBG Funding Actions:

1. **Share, Inc. – Homeless Shelter Upgrades.** This project shall result in a number of improvements at the Valley Homestead and Share House shelters operated by Share, Inc. These improvements shall consist of the purchase and installation of a commercial stove for Valley Homestead's kitchen, and of the installation of four wall heating and cooling units, and a restroom floor-drain at Share House. The project shall also result in the installation of hospital grade carpeting and the construction of food storage buildings at Share House and Valley Homestead.

Objective #2: Secure stable sources of operating funding for existing services and facilities.

General Actions:

1. **Explore Sources of Funds for Shelter Operating Expenses.** Clark County Department of Community Services and the Council for the Homeless will explore sources of operating funds used by other shelters in Washington State to identify additional sources for Clark County.
2. **Lobby the State for Increased Funding for Homeless.** Clark County, the Vancouver Housing Authority, and others will advocate for increased funding for services and facilities for the homeless at the state level.
3. **Coordinate County Efforts to Apply for ESG Funds.** Clark County will apply for ESG funds through the State of Washington. The County will assume a coordinating role for submitting the application, and provide technical assistance to non-profits in preparing the applications.

Objective #3: Provide services to prevent persons at risk from becoming homeless.

General Actions:

1. **Administer and Seek Funds for Low-Income Home Energy Assistance.** Clark County will continue to administer and seek funds for the Low-Income Home Energy Assistance Program (LIHEAP), which provides emergency funds for low-income persons who have difficulty paying utility bills. Approximately 1,850 low-income households are expected to receive assistance in 2003. Funds from Washington State Department of Energy will be used.
2. **Stabilize Funding for Programs Targeted at Persons at Risk of Becoming Homeless.** Clark County will explore ways to stabilize funding for emergency clothing, food, and financial assistance for low-income persons at risk of becoming homeless. Funds from the Emergency Shelter Block Grant program, the Federal Emergency Management Agency, and local, private sources will be sought.
3. **One-time Emergency Assistance to Persons Threatened with Eviction.** The Salvation Army, St. Vincent de Paul, SHARE, Inc., and Interfaith Treasure House will continue to provide one-time emergency assistance grants to persons threatened with homelessness due to eviction with the goal of maintaining or exceeding the number of households served in 2002 (165 Households) unless 2003 funding levels are reduced. Funds from the Federal Emergency Management Agency and local, private sources will be sought.
4. **Participation in Washington State Coalition for the Homeless.** The Council for the Homeless and Clark County Department of Community Services will continue to participate in advocacy and planning activities of the Washington State Coalition for the Homeless.

Objective #4: Improve coordination between service providers to improve service delivery and to address gaps in the continuum of care.

General Actions:

1. **Participate in the Coalition of Service Providers.** The Coalition of Service Providers meets monthly to share information, discuss operating procedures, case management services, identify resources, and discuss methods to improve service delivery.
2. **Participate in the Shelter Clearinghouse Committee.** The Shelter Clearinghouse Committee is composed of all the shelter providers. This group meets monthly to share information, discuss shelter policies, identify funding opportunities and review government policies that have implications for the homeless.

COMMUNITY DEVELOPMENT

Objective #1: Create suitable living environment by improving the safety and livability of neighborhoods and communities throughout the county.

HOME/CDBG Funding Actions:

1. **Battle Ground – Old Town Pedestrian Improvements.** The installation of street trees, streetlights, park benches, trash receptacles, and four pedestrian crossing enhancements in “Old Town” Battle Ground along E. Main Street between SE Grace Avenue and Parkway Avenue. CDBG funds shall be used.
2. **Ridgefield – 5th Avenue Improvements.** The engineering and construction of curbs and sidewalks on the east side of 5th Avenue and on the south side of Division near 5th Avenue where there is no sidewalk. CDBG funds shall be used.
3. **Washougal – 20th and 24th Streets Improvements.** The engineering and construction of curbs and sidewalks on 20th Street from “I” to “C” Streets and on 24th Street from “G” to “E” Streets. CDBG funds shall be used.
4. **Yacolt – Blackmore Avenue Sidewalk and Storm Water Control.** The engineering and construction of sidewalks and stormwater swales on the west side of Blackmore Avenue from Yacolt Road to Humphrey Street. CDBG funds shall be used.
5. **Woodland – Dunham Avenue Reconstruction.** Engineering and substantial reconstruction of Dunham Avenue between Fifth and Second Streets. In addition to the improvement of Dunham Avenue’s substandard roadway, this project will also result in the construction of curbs, gutters and sidewalks and in improvements to Dunham Avenue’s water, and storm drainage utilities. CDBG funds shall be used.
6. **Washougal - Downtown Commercial Redevelopment.** Funds for façade improvements for downtown businesses and correction of building code violations. Owners must provide 20% match. Location is north of SR 14, east of 15th Street, south of the railroad and west of 24th Street. CDBG funds shall be used.

Objective #2: Demonstrate a commitment to long-term economic growth by promoting a diverse economic base and family wage jobs, and by providing opportunity for all citizens especially the unemployed and disadvantaged persons.

General Actions:

1. Clark County will support the WorkSource West Vancouver's job training and placement programs for low-income persons, displaced workers, and older-than-average workers.

Objective #3: Develop a Neighborhood Revitalization Strategy in one or, more qualifying areas to arrest the continuing decline of older neighborhoods and their livability.

General Actions:

1. Clark County will explore the creation of a Neighborhood Revitalization Strategy for one or more qualifying areas in the County.

Objective #4: Support public facility improvements for non-profit agencies with a priority on agencies that provide services to low- and moderate-income persons.

HOME/CDBG Funding Actions:

DRAFT

1. **Yacolt - Community Center Plan.** The development of a plan for a community center to accommodate community and social services in the Town of Yacolt. The plan's scope of work includes the identification of a proposed service mix, possible sources of funding, and space requirements. The plan shall also result in the development of a financial proforma. As this award is entirely from the 2003 entitlement, the authorization of pre-award costs will have no effect on the town's eligibility for future grants. Total CDBG Budget: \$20,000 from 2003 Entitlement.

RESOURCES EXPECTED TO BE AVAILABLE

The table below lists the resources expected to be available in Clark County to address the priority needs and specific objectives identified in the Action Plan.

Funding Source	Anticipated to be Available
HOME	\$1,567,732
CDBG	\$1,579,585
Program Income (CDBG & HOME)	\$139,743
McKinney Homeless Assistance (COC 2003)	\$500,000
HOPWA ¹	\$100,000
LIHTC	\$1,063,800
Section 8 – Subsidy	\$11,197,070
Low Rent Housing Subsidy	\$725,790
Low Rent Housing Capital Funding	\$1,015,970
Drug Elimination	\$28,660
Ross Grant	\$149,600
THOR	\$48,120
USDA Rural Utilities Service (FmHA)	\$2,000,000
Weatherization	\$1,237,718
LIHEAP	\$1,274,390
ESAP	\$228,680
CSBG	\$324,260
EFSP	\$89,100
ESG	\$89,100
Section 811 – operating subsidy	\$23,030
Section 811 – capital	\$900,200
Section 202 Elderly (operating subsidy)	\$699,400
HB 2060 Recording Surcharge	\$750,000
Total	\$25,731,948
State Total	\$2,905,000
Community Total	\$535,000
Private Total	\$22,870,000
GRANT TOTAL	\$52,041,948

¹ HOPWA funds are administered by the City of Portland on behalf of the six-county Portland EMA.

Program income is any income generated from the use of CDBG and HOME funds, such as proceeds loan repayments. Program income accrued must be used prior to drawing additional program funds from the federal line of credit. Program income for active contracts must be accounted for on each reimbursement request. HOME funds received from a project before the affordability period has expired are recaptured funds and not HOME program income.

LEVERAGING OTHER FUNDS

Clark County will take actions to assist other agencies and organizations in applying for all available funds and leveraging other resources to implement the housing strategies and programs. Clark County will also establish a network of representatives from the private lending community, financial experts, and private and non-profit housing developers and consultants who can provide technical expertise in packaging development proposals. Clark County will also submit letters of support and verification of consistency for project applications which support the goals and objectives found in the H&CD Plan. The limited Clark County CDBG and HOME funds in many cases provide gap financing for projects receiving county HOME funds through the State of Washington, Low Income Housing Tax Credits, bonds and for the homebuyer program private mortgage funds. Because there are not enough HOME funds to complete projects by themselves, project sponsors must leverage other funds sources in amounts greater than the HOME funds available.

The CDBG and HOME applications strongly encourage the leveraging of other funds. CDBG applicants can receive up to 10 additional points, when the project applications are scored, for committing a higher level of match for their project.

The HOME program encourages leveraging additional funds by awarding up to 5 additional rating points for HOME eligible match exceeding the 25% minimum HOME match requirement. All the HOME projects include Washington State Housing Trust Funds which meet the HOME match requirement. In addition, a few projects have various fees waived and provide services to tenants that also meet the HOME match requirements. The match for the 2003 HOME projects, requiring a match, will exceed the minimum 25% non-federal HOME match requirement. Specific projects generating match include Walnut Grove Apartments, approximately \$1,085,552 match, IERR Homes III, approximately \$273,000 match, Plum Meadows, approximately \$750,000 match, and Esther Short Commons approximately \$1,136,727 match.

INSTITUTIONAL STRUCTURE

In 2003, Clark County will research options for improving its housing and community development institutional structures. The Clark County Housing and Community Development unit of the Department of Community Services is responsible for housing & community development policy analysis, implementation of programs identified in the H&CD Plan, advocacy for affordable housing, monitoring progress towards objectives, creation of non-profit developers, allocation of state and county resources, and technical support.

PUBLIC HOUSING IMPROVEMENTS

The actions and steps to be taken by the Vancouver Housing Authority in 2003 to improve the management and operations of public housing units and to enhance the living environments of public housing tenants are described in the Five Year Action Plan of the Comprehensive Grant Program. Actions and steps to encourage resident involvement are also described in the Five Year Action Plan.

A report of the Vancouver Housing Authority's activities and expenditures to improve the living environments of public housing residents can be found in the Vancouver Housing Authority's Annual Statement of the Comprehensive Grant Program.

ANTI-POVERTY STRATEGY

Poverty is a complex problem that must be addressed at the local, state, and federal level. Strategies to alleviate poverty need to focus on a range of services to reflect a continuum of needs and progress towards self-sufficiency. Homeless people need basic services such as shelter, food, clothing, and health care. Persons at risk of being homeless need transportation, emergency assistance, childcare, case management, education, and job and household skills training. Finally, as individuals and families become more stabilized, they need job training and job opportunities which provide livable wages.

Clark County Department of Community Services can impact only some of the causes of poverty. The County can do this by encouraging employers that pay livable wages, ensuring that the area has housing and human service providers able to offer the continuum of services necessary for self-sufficiency, and develop or continue programs aimed at reducing the number of households in poverty.

Clark County's anti-poverty strategies focus on the goal of increasing self-sufficiency of low-income individuals and families. In achieving this goal, the County will participate in the following programs:

- Continue to provide or act as a broker for the delivery of basic services through the Clark County Department of Community Services for emergency shelter, transitional case management, food, and low-income energy assistance and weatherization programs.
- Support the programs of the Council for the Homeless and providers in emergency and transitional shelter and services to persons who are homeless or at risk of being homeless.
- Support the Vancouver Housing Authority's Self Sufficiency Program in increasing participants' household and financial management skills to enable them to become more self sufficient and reduce their need for public assistance.
- Support the activities of the Economic Opportunity Committee of Clark County to provide job training and self-sufficiency skills to extremely low- and low-income persons.
- Continue to provide funding for services and activities through the Clark County/City of Vancouver Coordinated Human Services Fund and the federal Community Services Block Grant.

During the spring and summer of 2002, the Clark County Community Action Agency (CAA) conducted a community needs assessment as required under Community Services Block Grant regulations. Components of the needs assessment included: small group discussions with users of services for low-income people; a survey of needs conducted at energy assistance sites, food banks, and other agencies serving low-income people; a review of Census data.

The Community Action Advisory Board, consisting of low-income people, elected officials, and representatives of major community interests, reviewed the needs assessment results and identified the following areas of priority need for low-income people in Clark County: homeless assistance, dental assistance, transportation assistance, assistance accessing services, and legal assistance. The above information and data from the community meetings was be shared with agencies and policy groups in Clark County.

LEAD-BASED PAINT HAZARD REDUCTION EFFORTS

To evaluate and reduce lead-based paint hazards during the program year, Clark County will:

- Coordinate with public and private efforts to reduce lead-based paint hazards in residential units.
- Participate in a Portland-Vancouver Regional lead-based inter-agency efforts to obtain additional funds for testing, and reduction of lead-based paint.
- Integrate lead hazard evaluation and reduction activities into existing housing programs.
- Support and promote comprehensive public health programs aimed at education and testing.
- Clark County has identified several companies in Washington and Oregon, which can evaluate and reduce lead-based paint. The Clark County rehabilitation staff is trained in Safe Work Practices and Risk Assessment.

COORDINATION OF SERVICES

Clark County will enhance coordination of public, private, and non-profit housing providers, human service agencies, and social service providers through the following actions:

- Continue to work with other jurisdictions including the Vancouver Housing Authority within the County to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services throughout the county.
- Continue to participate in coordination efforts initiated by the Council for the Homeless for shelter and services for homeless individuals and families.

- Facilitate a working group of public and non-profit housing developers and providers. Its purpose will be to provide progress reports on current projects, share information about funding sources, collaborate on projects, and problem-solve.
- Continue to work with the Vancouver Housing Authority and public housing residents to identify gaps in housing for low-income renters and special needs populations and to develop housing programs to meet these needs.

MONITORING PLAN

Clark County has extensive monitoring procedures with regard to funds provided by HUD. These procedures were developed to address Federal, State and County statutory and regulatory requirements in addition to providing County staff with a system of ensuring project compliance and accomplishment. Along with other funds received from HUD, Clark County will conduct monitoring reviews to determine that the County's programs financed by CDBG, HOME, and ESG funds will be carried out in accordance with the County's adopted H&CD Plan and in a timely manner (HOPWA funds are monitored by the City of Portland). This section will discuss (1) monitoring to meet H&CD Plan goals, (2) ensuring compliance with statutory and regulatory requirements, and (3) maintaining fiscal control.

DRAFT

MONITORING TO MEET H&CD PLAN GOALS

Clark County will report annually on the progress made toward meeting the goals established in the H&CD Plan for assisting persons and communities at or below 80 percent of the median income. This performance report will comply with HUD's requirements and format and be submitted by the date HUD selects.

COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS

Clark County has three major monitoring tools to ensure compliance with requirements. These are (a) policies, (b) contract requirements and (c) on-site monitoring.

POLICIES

The Clark County H&CD Plan will be used to guide the CDBG and HOME allocation processes.

Agencies requesting funds are asked to respond to general and program-specific policies in their application. The general policies incorporate federal, state and local requirements. These policies include, among others:

- consistency with local codes and policies
- restrictions on change of use of property/buildings assisted with federal funds
- establishment of a legally binding public interest
- minimization of displacement and provision of relocation assistance
- adherence to federal wage rates
- compliance with federal audit requirements

- adherence to lead-based paint abatement regulations
- establishment of affordable rents
- minority and women-owned business participation
- affirmative marketing.

All projects requesting CDBG and HOME funds are evaluated to determine if they are (1) program eligible and priority based on program policies, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

CONTRACTS WITH SUBRECIPIENTS

Agencies or cities that have projects funded through HOME or CDBG will be required to enter into a contract with Clark County. In addition to the scope of work, duration and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide. These include, but are not limited to:

- audits
- subcontracting
- insurance coverage
- conflict of interest issues
- grounds for suspension or termination
- corrective action
- prohibition of political activities
- non-substitution of local funds
- constitutional prohibition against funding of religious activities
- environmental review
- non-discrimination practices
- procurement standards
- labor standards
- restrictions on change of use
- acquisition and relocation
- housing quality standards
- income and rent requirements for HOME projects
- lease requirements for HOME projects
- public information
- certification regarding lobbying
- evaluation and record keeping
- bid procedures
- acquisition procedures
- relocation and one-for-one replacement housing
- Section 504/handicapped accessibility
- construction
- lead-based paint hazard reduction
- minority and women-owned business participation
- affirmative marketing.

DRAFT

Agencies are encouraged to clearly understand that the contract requirements are the criteria against which they will be monitored. When the contract agreement has been signed by the sub-grantee and Clark County, a meeting is held between the project manager and the sub-grantee to ensure that the sub-grantee is aware of all conditions that accompany the agreement. The more complicated requirements such as Davis-Bacon wage rates, lead-based paint abatement, Section 504 Accessibility, bidding requirements and procurement procedures are given special attention. The project manager keeps in touch with the sub-grantee on the progress of the project and is available throughout the life of the contract for continuing technical assistance.

Construction projects that require compliance with federal wage standards have an additional layer of review, which includes a pre-construction conference with the project manager, sub-grantee and the projects' architect or engineer. The meeting is to assure that the bid specifications will include reference to federal wage rates.

The procedure outlined above is characteristic of Clark County HOME and CDBG funds administered by the County.

ON-SITE MONITORING

DRAFT

During the middle of the project year, the County schedules monitoring visits with selected sub-grantees. During the site visit, the project manager reviews records and evidence of performance in many areas: program administration, benefit to persons at or below 80% of the median income, equal opportunity in employment, real property acquisition and relocation, procurement procedures, construction projects, finance and record-keeping and audit requirements, among other areas. The checklist of areas to be monitored is reviewed and updated annually and has been reviewed by the local HUD office. This progress helps the project managers identify areas that need attention when dealing with a particular project and sub-grantee. The project manager will work with a sub-grantee until the deficiency identified in the monitoring report is rectified.

For projects with a restriction on change of use, periodic visits are conducted during the years the restriction is in place. As part of the annual reporting of the program accomplishments, CAPERs, data is collected from recipients for reporting Section 3, affirmative marketing, HOME match, and minority and women-owned business participation.

All projects requiring deeds or covenants are tracked by Clark County Department of Community Services. DCS's tracking system provides current financial information and beneficiary data. The system also schedules HOME on-site monitoring and tracks rental projects, tenant income, and rental data during the affordability period. The DCS tracking system schedules HQS inspections of rental units at the appropriate interval. All HOME recipients, CDBG limited clientele, and housing recipients are provided annual updates of median area income and rent limits.

FISCAL CONTROLS

The County has standardized procedures to ensure that fiscal information on HOME and CDBG funds that is being submitted to a HUD cash and management information system is correct and complete. Once a letter of credit is approved and HOME and CDBG funds become available, separate accounts are set up through the County Auditor's Office.

Each approved project is linked to each account authorized by the respective letter of credit. A continuing balance for each project is maintained on a computer and can be accessed on a weekly basis. A separate account for HOME matching funds has been set up and the HOME staff is responsible for monitoring allocations and expenditures to ensure the matching requirements have been met.

When the sub-grantee requests reimbursement, they are required to submit both a County voucher reimbursement and backup documentation that the costs were actually incurred, as well as a performance accomplishment report. Individual project managers and a fiscal staff person review both. Reimbursement requests are reviewed for appropriateness and eligibility under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls far below projections, the County will not reimburse the sub-grantee and will meet with them to try to rectify the situation.

The completion of a project does not necessarily end the County's involvement. For example, once a construction or real property acquisition project is completed, the County will secure the public interest in the project and restrict any potential change of use via a promissory note and deed of trust instrument against the real property. HOME and some EDWG funds are subject to payback, with a share of the appreciated value, if the use of the property changes.

DRAFT

HOME PROGRAM RECAPTURE PROVISIONS

As stipulated in 24 CFR.92.254, housing purchased through the Low Income Home Ownership Assistance Program must be the principal residence of the eligible family through the affordability period described below. The property must be secured by a deed of trust specifying the affordability period.

The affordability period is as follows:

- Assistance under \$15,000 requires a 5-year affordability period;
- Assistance from \$15,000 to \$40,000 requires a 10-year affordability period.

If the housing purchased through the first-time homebuyer program is sold prior to the end of the affordability period the County expects to recapture the initial investment.

If the "net proceeds" (sale price minus non-HOME mortgage repayment and closing costs) are sufficient the full amount of the HOME assistance shall be recaptured.

If the "net proceeds" are not sufficient to recapture the full HOME investment and enable the homeowner to recover the down payment, the "net proceeds" will be divided proportionally as shown below.

$$\text{Recaptured HOME Funds} = \text{Net proceeds} \times \frac{\text{HOME Funds}}{\text{HOME Funds} + \text{Homeowner Funds}}$$

$$\text{Amount to Homeowner} = \text{Net proceeds} \times \frac{\text{Homeowner Funds}}{\text{HOME Funds} + \text{Homeowner Funds}}$$

Recaptured HOME funds will be used for other HOME eligible activities.

OTHER FORMS OF INVESTMENT

The Consortium does not use forms of investment other than those described in 24 CFR 92.205(b).

2003 ACTION PLAN PUBLIC COMMENTS

The 2003 Action Plan was published on April 16, 2003 in The Columbian and distributed to all public libraries in Clark County. A Public Hearing was held before the Clark County Board of Commissioners on May 13, 2003.

DRAFT

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
-------------------------	---	--	-----------------

Clark County CDBG Program Administration

21H General Program Admin

CDBG

\$295,600

ESG

\$0

Administration

HOME

\$0

HOPWA

\$0

Funds for the overall management of the Clark County
CDBG program and projects.

ASSISTED HOUSING

\$0

PHA

\$0

Reprogrammed

\$0

DRAFT

TOTAL

\$295,600

Total Prior Funding

\$0

Help the Homeless?

No

Start Date: 07/01/03

Help those with HIV or AIDS?

No

Completion Date: 12/31/04

Eligibility

Subrecipient:

Local Government

Location(s):

1610 C Street

Vancouver, WA 98663

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
-------------------------	---	--	-----------------

Contingency – Project Management

CDBG \$80,000

ESG \$0

HOME \$0

HOPWA \$0

Contingency funds for direct project coordination and management.

ASSISTED HOUSING \$0

Developer's Fees \$0

Grants \$0

DRAFT

TOTAL \$80,000

Total Prior Funding \$0

Help the Homeless? No

Help those with HIV or AIDS? No

Start Date: 07/01/03

Completion Date: 6/30/04

Eligibility

Subrecipient:

Location(s): P.O. Box 5000
Vancouver, WA 98666

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0301	Battle Ground Old Town Pedestrian Improvements	03L Sidewalks	CDBG	\$50,000
			ESG	\$0
	Infrastructure	570.201 (c)	HOME	\$0
			HOPWA	\$0
	Installation of street trees, park benches, trash receptacles and improved pedestrian crossings.	9229 People (General)	ASSISTED HOUSING	\$0
	Location: Main Street from Parkway Avenue to Grace Avenue.		PHA	\$0
			Reprogrammed	\$0
			City of Battle Ground	\$43,000
			TOTAL	\$93,000
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 0404.02 BG: 1, 2, 3, 4

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0305	Ridgefield 5 th Avenue Improvements	03L Sidewalks	CDBG	\$137,900
			ESG	\$0
	Infrastructure	570.201 (c)	HOME	\$0
			HOPWA	\$0
	Design and construction of sidewalks on the east side of 5 th Avenue from Pioneer Street to Division Street.	2148 People	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			City of Ridgefield	\$27,500
			TOTAL	\$165,400
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 0403.00 BG: 2

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0308	Washougal 20 th & 24 th Streets	03L Sidewalks	CDBG	\$70,819
			ESG	\$0
	Infrastructure	570.201 (c)	HOME	\$0
			HOPWA	\$0
	Design and construction of curbs and sidewalks on 20 th from I to C Street and on 24 th from G to E Street.	2047 People (General)	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$1,585
			Town of Yacolt	\$14,480
			TOTAL	\$85,294
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 0405.09 BG: 2
0405.08

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0309	Washougal Downtown Commercial Redevelopment	14E Rehab – Commercial	CDBG	\$64,733
			ESG	\$0
	Infrastructure		HOME	\$0
			HOPWA	\$0
	Funds for façade improvements to downtown businesses and correction of building code violations. Owners will provide 20% match.	7 Businesses	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			Owners	\$16,400
			TOTAL	\$81,133
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 12/31/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 0405.09 BG: 7,8
0415 2

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0310	Woodland Dunham Avenue Improvements	03K, Street Improvements	CDBG	\$300,000
			ESG	\$0
	Infrastructure	570.201 (c)	HOME	\$0
			HOPWA	\$0
	Design and construction of sidewalks, curbs, storm drainage, water lines, and paving. Location: Dunham Avenue between 2 nd and 5 th Street.	3725 People	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			City of Woodland	\$208,500
			TOTAL	\$508,500
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 01500 BG: 2

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0312	Yacolt Blackmore Avenue	03L Sidewalks	CDBG	\$50,000
			ESG	\$0
	Sidewalks and Stormwater Control	570.201 (c)	HOME	\$0
			HOPWA	\$0
	Design and construction of sidewalks and stormwater control on the west side of Blackmore Avenue between W. Yacolt Road and Humphrey Streets.	1098 People (General)	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			Town of Yacolt	\$16,300
			TOTAL	\$66,300
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(1) – Low/Mod Area
Subrecipient Public 570.500(c)
CT & BG's

CT: 0401.00 BG: 2, 3

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0315	Camas Rental Housing Rehabilitation	14B Rehab: Multi-Unit Residential	CDBG	\$250,000
			ESG	\$0
	Housing	570.202	HOME	\$0
			HOPWA	\$0
	Private funds are matched with a low interest loan of	25 Housing Units	ASSISTED HOUSING	\$0
	CDBG funds for the rehabilitation of affordable multi-		PHA	\$0
	family rental properties in the downtown Camas area.		Reprogrammed	\$0
	The County Housing Rehabilitation program will		Property Owner	\$500,000
	implement the program.		TOTAL	\$750,000
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(3) – Housing Activities
Subrecipient Public 570.500(c)
CT & BG's

CT: Downtown Camas

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0317	Share Shelter Rehabilitation	03C Homeless Facilities (not operating costs)	CDBG	\$57,500
	Homeless		ESG	\$0
		570.201 (c)	HOME	\$0
			HOPWA	\$0
	The installation of stain resistant carpeting at Share House and Valley Homestead, commercial stove for Valley Homestead Kitchen, floor drain installation at Share, 2 Storage buildings for safe food storage, four wall heating and cooling units. Reimbursement for pre-award cost of 2003 CDBG funds. Pre award will not affect future funds.	6,890 Homeless People	ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			Vancouver CDBG	\$20,000
			TOTAL	\$77,500
			Total Prior Funding	\$0

DRAFT

Help the Homeless? Yes
Help those with HIV or AIDS? No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility 570-208(a)(2) – Limited Clientele
Subrecipient: Subrecipient Private 570.500(c)
Location(s): 1115 W. 13th Street
4921 NE Hazel Dell Avenue
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0319	Yacolt Community Center Planning	20 – Planning	CDBG	\$20,000
			ESG	\$0
	Planning		HOME	\$0
			HOPWA	\$0
	Development of a plan for a community center to accommodate community and social services in Yacolt. Reimbursement for pre-award cost of 2003 CDBG funds.. Pre-award will not affect future funds.		ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			Town of Yacolt	\$9,500
			TOTAL	\$29,500
			Total Prior Funding	\$0

DRAFT

Help the Homeless? No
Help those with HIV or AIDS? No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility 205 – Planning
Subrecipient: Subrecipient Public 570.500(c)
Location(s): Town of Yacolt

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0350	Clark County Homeowner Rehabilitation	14A Rehab: Single Unit Residential	CDBG	\$150,000
			ESG	\$0
	Housing	570.202	HOME	\$0
			HOPWA	\$0
	Low-interest loans to low and moderate-income homeowners for rehabilitation of single-family, owner-occupied units countywide except the City of Vancouver		ASSISTED HOUSING	\$0
			PHA	\$0
			Reprogrammed	\$0
			TOTAL	\$
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208(a)(3) – Housing Activities
Subrecipient Public 570.500(c)
Community Wide

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
-------------------------	---	--	-----------------

Clark County Home Program Administration

21H HOME Admin/Planning Costs

CDBG \$0

ESG \$0

Administration

HOME \$156,773

HOPWA \$0

Funds for the implementation and overall management of the Clark County HOME Consortium program and projects.

ASSISTED HOUSING \$0

PHA \$0

Reprogrammed \$0

DRAFT

TOTAL \$156,773

Total Prior Funding \$0

Help the Homeless?

No

Start Date: 07/01/03

Help those with HIV or AIDS?

No

Completion Date: 06/30/04

Eligibility

Subrecipient:

Local Government

Location(s):

1610 C Street

Vancouver, WA 98663

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H2	Columbia Non-Profit Housing Walnut Grove	12 Construction of Housing	CDBG	\$0
		570.204	ESG	\$0
	Housing	65 Housing units	HOME	\$300,000
			HOPWA	\$0
	Construction of 64 one-bedroom and one two-bedroom manager's apartment for senior citizens at or below 50% of area median income.		ASSISTED HOUSING	\$0
			State HTF	\$930,900
			Bonds	\$354,700
			HUD Section 202	\$5,061,200
			VHA	\$100,000
			TOTAL	
			Total Prior Funding	\$6,746,800

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 12/31/04

Eligibility
Subrecipient:
Location(s):

570-208 (a) (1) – Low/Mod Housing
Private 570.500 (c)
7415 NE 58th Street
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H4	Inland Empire Residential Resources Care House III	12 Construction of Housing	CDBG	\$0
		92.205	ESG	\$0
	Housing	2 Housing Units	HOME	\$240,770
			HOPWA	\$0
	Construction of two 4-bedroom group homes for the developmentally disabled.		ASSISTED HOUSING	\$0
			State HTF	\$273,820
				\$0
			Vancouver CDBG	\$75,800
<div style="border: 1px solid black; padding: 20px; text-align: center; font-size: 48px; font-weight: bold;">DRAFT</div>			TOTAL	\$590,390
			Total Prior Funding	

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208 (a) (3) – Low/Mod Housing
Private 570.500 (c)
Corner of NE 34th Street and NE 50th Avenue
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H6	Vancouver Housing Authority Plum Meadows	12 Construction of Housing	CDBG	\$0
		92.205	ESG	\$0
	Housing		HOME	\$300,000
			HOPWA	\$0
	Construction of 162 studio, duplex and 1, 2, and 3 bedroom apartments for large and small families at or below 60% of the area median income.		ASSISTED HOUSING	\$0
			State HTF	\$850,000
			Bonds	\$11,000,000
			Vancouver CDBG	\$250,000
			Tax Credits	\$5,900,000
			TOTAL	\$18,300,000
			Total Prior Funding	

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

570-208 (a) (3) – Low/Mod Housing
Private 570.500 (c)
3301 Fruit Valley Road
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H7	Columbia Non-Profit Housing First Home Loan	13 Direct Homeownership	CDBG	\$111,191
		570.201(n)	ESG	\$0
	Housing	13 Households (General)	HOME	\$188,809
			HOPWA	\$0
			ASSISTED HOUSING	\$0
	Funds for financial assistance to approximately 13 low-income home buyers county-wide, whose income is at or below 80% of the median county income.		State HTF	\$250,000
			Private lenders	\$7,360,000
			Homebuyers	\$460,000
			Sellers	\$60,000
			TOTAL	
			Total Prior Funding	\$8,430,000

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 12/31/04

Eligibility
Subrecipient:
Location(s):

570-208 (a) (3) – Low/Mod Housing
Private 570.500 (c)
Community Wide
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H8	Affordable Community Environments CHDO Operations	21I HOME CHDO Operation Expenses	CDBG	\$0
			ESG	\$0
	Housing	1 Organization	HOME	\$20,000
			HOPWA	\$0
	Operating funds for a Community Housing Development Organization.		ASSISTED HOUSING	\$0
			Developer's Fees	\$94,900
			Grants	\$10,000
			TOTAL	\$174,900
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 6/30/04

Eligibility
Subrecipient:
Location(s):

CHDO 92.2
3801 A Main Street
Vancouver, WA 98663

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
03H9	Columbia Non-Profit Housing CHDO Operations	21I HOME CHDO Operation Expenses	CDBG	\$0
			ESG	\$0
	Housing		HOME	\$33,380
			HOPWA	\$0
	Operating funds for a Community Housing Development Organization.	1 Organization	ASSISTED HOUSING	\$0
			PHA	\$0
			Developer Fees	\$86,620
			TOTAL	\$120,000
			Total Prior Funding	\$0

DRAFT

Help the Homeless?
Help those with HIV or AIDS?

No
No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility
Subrecipient:
Location(s):

CHDO 92.2
2500 Main Street
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
-------------------------	---	--	-----------------

03H10	YW Housing CHDO Operations	21I HOME CHDO Operation Expenses	CDBG	\$0
			ESG	\$0
	Housing	1 Organization	HOME	\$25,000
			HOPWA	\$0
	Operating funds for a Community Housing Development Organization.		ASSISTED HOUSING	\$0
			SHP	\$88,700
			YW Housing	\$78,000
			In-Kind	\$11,200
			THOR	\$5,000
			TOTAL	\$207,900
			Total Prior Funding	\$0

DRAFT

Help the Homeless? No
Help those with HIV or AIDS? No

Start Date: 07/01/03
Completion Date: 06/30/04

Eligibility CHDO 92.2
Subrecipient:
Location(s): 3609 Main Street
Vancouver, WA

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
-------------------------	---	--	-----------------

HOME Project Related Soft Costs

CDBG \$0

ESG \$0

HOME \$60,000

HOPWA \$0

Funds used for the direct coordination and management
of individual HOME activities.

ASSISTED HOUSING \$0

Developer's Fees \$0

Grants \$0

DRAFT

TOTAL \$60,000

Total Prior Funding \$0

Help the Homeless? No

Help those with HIV or AIDS? No

Start Date: 07/01/03

Completion Date: 6/30/04

Eligibility

Subrecipient:

Location(s): P.O. Box 5000
Vancouver, WA 98666

Clark County Washington		Department of Community Services	
Address P.O. Box 5000 Vancouver, WA 98666 Clark		Contact Peter Munroe (360) 397-2130	
6. Employer Identification Number (EIN): 916001299		7. Type of Applicant: County	
8. Type of Application: Type: New			
		9. Name of Federal Agency: U.S. Dept. of Housing & Urban Development	
10. Catalog of Federal Domestic Assistance Number: Catalog Number: 14.218 Assistance Title: CDBG/Entitlement Grants		11. Descriptive Title of Applicant's Project: Clark County Community Development Block Grant program, involving public facilities, low-income housing activities and economic development.	
12. Areas Affected by Project: Clark County and all incorporated cities and towns except Vancouver, and including Woodland.			
13. Proposed Project:		14. Congressional Districts of:	
Start Date 07/01/03	Start Date 06/30/04	a. Applicant 3rd	b. Project 3rd
15. Estimated Funding:		16. Is Application Subject to Review by State Executive Order 12372 Process? Review Status:	
a. Federal	\$1,578,000		
b. Applicant	\$0		
c. State	\$0		
d. Local	\$0		
e. Other	\$1,585		
f. Program Income	\$59,743		
g. Total	\$ 1,639,328	17. Is the Applicant Delinquent on Any Federal Debt? No	
18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative Bill Barron	b. Title County Administrator	c. Telephone Number (360) 397-2232	
d. Signature of Authorized Representative		e. Date Signed 05/19/03	

Clark County Washington		Department of Community Services	
Address P.O. Box 5000 Vancouver, WA 98666 Clark		Contact Peter Munroe (360) 397-2130	
6. Employer Identification Number (EIN): 916001299		7. Type of Applicant: Consortium	
8. Type of Application: Type: New		9. Name of Federal Agency: U.S. Dept. of Housing & Urban Development	
10. Catalog of Federal Domestic Assistance Number: Catalog Number: 14.239 Assistance Title: HOME Program		11. Descriptive Title of Applicant's Project: Clark County HOME program, involving low-income housing activities.	
12. Areas Affected by Project: Clark County and all incorporated cities and towns including Woodland.			
13. Proposed Project:		14. Congressional Districts of:	
Start Date 07/01/03	Start Date 06/30/04	a. Applicant 3rd	b. Project 3rd
15. Estimated Funding:		16. Is Application Subject to Review by State Executive Order 12372 Process?	
a. Federal	\$1,567,732	Review Status:	
b. Applicant	\$0		
c. State	\$0	17. Is the Applicant Delinquent on Any Federal Debt? No	
d. Local	\$0		
e. Other	\$0		
f. Program Income	\$80,000		
g. Total	\$ 1,647,732		
18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative Bill Barron	b. Title County Administrator	c. Telephone Number (360) 397-2232	
d. Signature of Authorized Representative		e. Date Signed 05/19/03	

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted.
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official
Bill Barron

Date
Title: County Administrator

DRAFT

SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

- DRAFT

 1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
 2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2003 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
 3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of

properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.108;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official Date

Bill Barron

Title: County Administrator

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

_____ Signature/Authorized Official	<div style="font-size: 48pt; font-weight: bold; margin: 0;">DRAFT</div> <div style="font-size: 12pt; margin-top: 5px;">Date</div>
Title: County Administrator	

SPECIFIC HOME CERTIFICATIONS

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance that is necessary to provide affordable housing;

DRAFT

Signature/Authorized Official Date

Bill Barron

Title: County Administrator

ESG CERTIFICATIONS

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under §576.71 of this title.

Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Signature/Authorized Official Date

Title: County Administrator

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

1. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. Drug-Free Workplace Certification

- (a) By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
- (b) The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (c) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (d) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
- (e) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

- (f) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
1610 C Street
Vancouver, Clark County, Washington 98660

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

3. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).